

East Boston Camps Master Plan Committee
Minutes of September 29, 2005
7:30AM

Millennium School Administration – Conference Room B

*The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of September 29, 2005.
A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office.
A set of these minutes are also available in the Town Manager's Office.*

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives: Denise Brunelle, George Fletcher, Angela Harkness, Conservation Commission – Peter Mahler, Parks & Recreation Commission – Mary Ellen Tynan, Water Commission – Leslie Thomas
Westford Land Preservation Foundation – Nancy Rosinski

Present: Assistant Town Manager – Norman Khumalo Parks, Recreation, & Cemetery Director – Patricia Savage

Visitor: Paul Cully

The meeting was called to order at 7:35AM by Acting Chair Angela Harkness

AGENDA

- Approval of Minutes
 - September 15, 2005 – approved as corrected
- Old Business
 - Kiosk status – Boy Scout Proposal tabled until later in the meeting
 - Survey Status – (aerial survey and title info given to surveyor)
Norman has sent information to the Surveyor and is in contact
 - History Denise stated this is a work in progress and will update as needed. No new information
 - Trail Sign Subcommittee Report. The Committee met and reviewed various temporary trail markers. Denise provided samples of markers. Denise has been walking the trails and taking measurements outlining various existing trails and various distances. Discussion on temporary markings, existing trails took place. Paint being the least expensive and used universally, reflective markers was also suggested. Mary Ellen from the CPC point of view asked if the Committee was getting ahead of itself as a Master Plan needs Town Meeting approval.

Pat asked questions on trails and the Master Plan if the subcommittee was reviewing more than temporary markings. The Master Plan would address the question of trails - continue existing trails, eliminate some or add others, what type of surfacing, maintenance (brush removal to minimize ticks), width, and use allowed, and more permanent markings. Denise said the Committee was only looking at temporary markings – basic trails as they exist.

Trail Sign Subcommittee Report continued Norman – Ron Johnson for the Westford Land Preservation Foundation is completing a GPS of the trails and “camps”. The holder of the CR typically documents the property – description and maps.

- Kiosk Status – Nancy has received a proposal from the Eagle Scout and she passed it around as there were questions on location, height, materials etc. The kiosk will be located where the oval sign was located.

Motion: Dini Healy-Coffin motioned to accept the Boy Scout proposal; Second Leslie Thomas Approved unanimously

- Building/facilities condition survey(s)
Peter Berube had a family emergency and was unable to complete the report. Norman expects it to be ready next week and will forward to the Committee for review.

Research options for holding funds for future use at EBC – did not meet will report at next meeting

- Camp RFP Draft Comments - The subcommittee draft RFP is ready to go out for review and comment. Norman suggested that part process in the development of the RFP staff have contacted colleagues or interested parties for input on what the final RFP would look like; this process is helpful in addressing questions that could arise and be addressed in the final version. Angela will send out the draft and be the contact for questions.
- Who pays the caretaker's salary? Who owns what personal property at the camps?
Steve was to speak with John Kelly. Dini also will try to contact John. The caretaker is currently paid by the EBSC through October 1st and who does the caretaker report to?
- Weekend Rentals
Regulations and lease form; Boy Scouts weekend (Oct. 18th)
EBSC will retain the revenue; Rules for weekend rentals; responsibility and liability for building use. George has a set of regulations and will bring it to the next meeting. Denise suggested a calendar of rentals; George said Brian Rich is supposed to keep account of rentals
- Logo Contest for EBC
Angela has contacted the Art Department at Westford Academy and is waiting to hear back regarding the interest. The Committee discussed opening the contest. Leslie thought that the winning entry design concept would be done professionally and opening up the contest may bring in more entries.

- NEW BUSINESS – no new business

NEXT MEETING OCTOBER 13, 2005 7:30AM MILLENIUM CONFERENCE ROOM

Meeting adjourned 8:30AM

Accepted and approved October 13, 2005